**MEMORANDUM <<DATE>>**

**TO:** <<**PARENTS of Students in the Classroom for Which Video/Audio Monitoring Request is Made >>**

**FROM:** <<PRINCIPAL FULL NAME, TITLE & CAMPUS>>

**SUBJECT:** Special Education Video/Audio Monitoring Request

**CONTACT:** <<PRINCIPAL NAME>>, 713-XXX-XXXX

During the recent legislative session, SB 507 was enacted to ensure the safety of students with disabilities in school. The bill requires that school districts install video/audio cameras in special education classes where more than 50% of students in attendance are students with disabilities who attend the class for more than half their school day. A parent, Board of trustee, or staff member, may request that video and audio equipment be installed in a self-contained classroom or other special education setting. The purpose of this communication is to inform you that such a request was made recently and it has been approved for installation.

Before the district installs video and audio recording equipment in a self-contained classroom or other special education setting in accordance with Education Code 29.022, we are required to provide written notice to all staff at the school and to the parents of the students receiving special education services in the classroom. For more information see Board policy EHBAF(LEGAL).

This memorandum serves as notice that we have received a request to install and operate video and audio recording equipment in the following locations: ROOM, TEACHER NAME

The sole purpose of video monitoring is to promote the safety of students receiving special education services, and the recordings may not be used or any other purpose. Regular or continual monitoring of these recordings is prohibited.

The district will maintain the video footage from these recordings for at least six (6) months, as required by law.

Please contact me with any questions.